

COMPENSATION BOARD DOCKET #03/12

JUNE 18, 2003

304-03-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MULTIPLE LOCALITIES	SHERIFF	FY04 -- FUND TRANSFERS OF ANNUAL SALARIES OF POSITIONS FOR THE FISCAL YEAR (04).	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

<u>FIPS</u>	<u>LOCALITY</u>	<u>Request Date</u>	<u>From Pos #</u>	<u>Class</u>	<u>To</u>	<u>Category</u>	<u>AMT</u>	<u>Total by Locality</u>
001/304	Accomack	05/01/03	55	CS7	Office		\$23,329	
001/304	Accomack	05/01/03	62	L7	Office		\$23,329	
001/304	Accomack	05/01/03	41	C7	Office		\$15,501	
001/304	Accomack	05/01/03	41	C7	Temp		\$10,000	
001/304	Accomack							\$72,159
019/304	Bedford	05/29/03	48	CS7	Temp		\$24,392	
019/304	Bedford							\$24,392
087/304	Henrico	05/07/03	154	PMED	Office		\$15,553	
087/304	Henrico	05/07/03	155	PMED	Office		\$15,553	
087/304	Henrico	05/07/03	164	PMED	Office		\$15,553	
087/304	Henrico	05/07/03	165	PMED	Office		\$15,553	
087/304	Henrico	05/07/03	166	PMED	Office		\$15,553	
087/304	Henrico	05/07/03	167	PMED	Office		\$15,553	
087/304	Henrico	05/07/03	168	PMED	Office		\$15,553	
087/304	Henrico	05/07/03	169	PMED	Office		\$15,553	
087/304	Henrico	05/07/03	170	PMED	Office		\$15,553	
087/304	Henrico	05/07/03	171	PMED	Office		\$15,553	
087/304	Henrico	05/07/03	172	PMED	Office		\$15,553	
087/304	Henrico	05/07/03	173	PMED	Office		\$15,553	
087/304	Henrico							\$186,636
107/304	Loudoun	06/03/03	111	PMED	Office		\$27,632	
107/304	Loudoun	06/03/03	112	PMED	Office		\$21,716	
107/304	Loudoun	06/03/03	113	PMED	Office		\$15,553	
107/304	Loudoun							\$64,901
121/304	Montgomery	06/02/03	95	L7	Office		\$23,329	

121/304	Montgomery	06/02/03	96	L7	Office	\$23,329
121/304	Montgomery	06/02/03	97	L7	Office	\$23,329
121/304	Montgomery					\$69,987
147/304	Prince Edward	06/05/03	12	Comop	Temp	\$19,949
147/304	Prince Edward					\$19,949
161/304	Roanoke	37746	100	CK B	Office	\$21,326
161/304	Roanoke	37746	66	CK A	Office	\$19,510
161/304	Roanoke	37746	111	CK A	Office	\$18,660
161/304	Roanoke					\$59,496
165/304	Rockingham	06/02/03	119	PMED	Office	\$22,203
165/304	Rockingham	06/02/03	121	PMED	Office	\$16,260
165/304	Rockingham	06/02/03	122	PMED	Office	\$15,553
165/304	Rockingham	06/02/03	123	PMED	Office	\$15,553
165/304	Rockingham	06/02/03	124	PMED	Office	\$15,903
165/304	Rockingham	06/02/03	125	PMED	Office	\$16,260
165/304	Rockingham					\$101,732
171/304	Shenandoah	37747	14	CS7	Temp	\$23,329
171/304	Shenandoah	37747	51	CS7	Temp	\$23,329
171/304	Shenandoah					\$46,658
450/304	Rapp. Reg.	05/05/03	48	R CKA	Office	\$19,949
450/304	Rapp. Reg.	05/05/03	49	R CKA	Office	\$18,250
450/304	Rapp. Reg.	05/05/03	61	R CKB	Office	\$22,799
450/304	Rapp. Reg.	05/05/03	9	R CKB	Office	\$20,398
450/304	Rapp. Reg.	05/05/03	157	R CKB	Office	\$19,949
450/304	Rapp. Reg.					\$101,345
475/304	Hamp Rd Reg	06/03/03	260	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	264	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	245	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	242	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	241	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	240	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	239	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	238	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	237	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	236	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	235	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	234	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	233	R PMED	Office	\$15,553

475/304	Hamp Rd Reg	06/03/03	232	R PMED	Office	\$15,553
475/304	Hamp Rd Reg	06/03/03	231	R PMED	Office	\$15,553
475/304	Hamp Rd Reg					\$233,295
485/304	BRRJ	06/09/03	259	R C8	Temp	\$12,750 6 mos.
485/304	BRRJ					\$12,750
595/304	Emporia City	05/21/03	3	SECI	Temp	\$18,250
595/304	Emporia City					\$18,250
650/304	Hampton City	06/03/03	100	PMED	Office	\$16,260
650/304	Hampton City	06/03/03	101	PMED	Office	\$16,260
650/304	Hampton City	06/03/03	102	PMED	Office	\$16,260
650/304	Hampton City	06/03/03	103	PMED	Office	\$15,903
650/304	Hampton City	06/03/03	105	PMED	Office	\$15,903
650/304	Hampton City	06/03/03	106	PMED	Office	\$15,903
650/304	Hampton City	06/03/03	107	PMED	Office	\$15,903
650/304	Hampton City	06/03/03	108	PMED	Office	\$15,903
650/304	Hampton City	06/03/03	109	PMED	Office	\$15,903
650/304	Hampton City	06/03/03	110	PMED	Office	\$15,903
650/304	Hampton City					\$160,101
740/304	Portsmouth City	05/28/03	125	PREC	Office	\$24,269
740/304	Portsmouth City	05/28/03	126	PREC	Office	\$24,269
740/304	Portsmouth City	05/28/03	127	PREC	Office	\$22,703
740/304	Portsmouth City	05/28/03	128	PREC	Office	\$22,703
740/304	Portsmouth City					\$93,944
810/304	VA Bch	05/14/03	262	PMED	Office	\$15,553
810/304	VA Bch	05/14/03	261	PMED	Office	\$15,553
810/304	VA Bch	05/14/03	260	PMED	Office	\$15,553
810/304	VA Bch	05/14/03	259	PMED	Office	\$15,553
810/304	VA Bch	05/14/03	258	PMED	Office	\$15,553
810/304	VA Bch	05/14/03	257	PMED	Office	\$15,553
810/304	VA Bch	05/14/03	256	PMED	Office	\$15,553
810/304	VA Bch	05/14/03	255	PMED	Office	\$15,553
810/304	VA Bch					\$124,424
TOTAL						\$1,390,019

304-03-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SMYTH COUNTY	SHERIFF	FY04 – 5/28/03 OFFICER REQUESTS TO TRANSFER \$5743 FROM TURNOVER TO TEMP AS A BASE BUDGET CHANGE – EFFECTIVE 7/1/03.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
RICHMOND COUNTY	SHERIFF	FY03/FY04 – 6/5/03 OFFICER REQUESTS THAT ADDITIONAL FUNDING EQUIVALENT TO THE BUDGETED SALARY AMOUNT FOR THE CHIEF DEPUTY'S SALARY BE PROVIDED IN PART-TIME FOR THE PERIOD OF JUNE 2003 TO DECEMBER 31, 2003 (7 MONTHS). CHIEF DEPUTY IS CURENTLY SERVING AS ACTING SHERIFF AND WILL DO SO UNTIL THE NEW SHERIFF TAKES OFFICE.	\$17,772.44	Approved at no additional cost to the Compensation Board.
GRAYSON COUNTY	SHERIFF	FY04 -- 6/9/03 OFFICER REQUESTS RE-CONSIDERATION OF THE RE-ALLOCATION POLICY, IN REFERENCE TO BEING IN EXCESS 1 PERMANENT POSITION. OFFICER CITES WORK LOAD AND SAFETY CONCERNS, INVOLVING TASK FORCE, LAW ENFORCEMENT, AND INVESTIGATION ACTIVITES.	-0-	Not approved, as reasons stated by the officer for exception were one-time occurrences.

304-03-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MULTIPLE LOCALITIES	SHERIFFS	Compensation Board staff was given some incorrect cost figures for LiveScan units funded in FY04 and consequently have under funded 9 units. Cost of a LiveScan unit remains \$39,328 whereas the Compensation Board funded them at \$26,613. Compensation Board has funds in the equipment category. The Compensation Board may wish to revise the equipment line item to include funding LiveScan at \$39,328 each. Total additional cost after applying the fiscal stress factor will be \$76,704, provided that all units funded are purchased, which is unlikely.	\$76,704	Approved.

Additional LiveScan Costs FY 04			
Augusta	39,328	66.56%	\$26,177
Brunswick	39,328	81.26%	\$31,958
Craig	39,328	68.37%	\$26,889
Culpeper	39,328	68.12%	\$26,790
Essex	39,328	71.27%	\$28,029
Louisa	39,328	60.25%	\$23,695
Page	39,328	77.04%	\$30,298
Powhatan	39,328	59.12%	\$23,251
Rappahannock	39,328	51.27%	\$20,163
Adjusted FY 04			\$237,250
Original FY 04 allocation			\$160,546
Additional need			\$76,704

320-03-12: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ORANGE COUNTY	COMMONWEALTHS ATTORNEY	FY04 6-4-2002 Officer requests exception to Spending Reduction Policy. Officer requests to purchase a VCIN Package @ \$2,500 Retail Cost. Stressed Cost @ \$1,698. Officer will transfer Temporary Funds @ \$2,500 to fund this purchase.	\$1,698 Stressed Cost	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
CITY OF BRISTOL	COMMONWEALTH'S ATTORNEY	FY04 6-12-2003 Officer requests approval to employ an AAI @ \$29,250. Person has 12 years experience in clerk's office but has been out of work for 7 years. No additional cost to the Compensation Board as the request can be met within budget.	-0-	Approved at no additional cost to the Compensation Board.

732-03-12: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AMELIA COUNTY	TREASURER	FY04 5/21/03 – OFFICER REQUESTS TO TRANSFER THE ANNUAL SALARY (\$5212) FROM POS 3 (DI) TO TEMPORARY.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
CITY OF GALAX	TREASURER	FY04 6/6/03 – OFFICER REQUESTS TO TRANSFER THE ANNUAL SALARY (\$14,316) FROM POSITION 2 TO TEMPORARY.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

734-03-12: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FRANKLIN COUNTY	COMMISSIONER OF THE REVENUE	FY04 5/15/03 – OFFICER REQUESTS TO TRANSFER THE SALARY OF POSITION 4 (DIII @ \$11744) TO TEMPORARY FUNDING EFFECTIVE FY04.	\$00 (FY04)	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

321-03-12: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRISTOL CITY	CIRCUIT COURT CLERK	<p>5-21-2003 Due to the retirement of the Circuit Court Clerk, the acting Officer requests additional Temporary Funds @ \$15,614.50, effective July 1 through December 2003. This is based on pos. #2 DCIII-G9 @ \$31,229, which the acting Officer will resume when new Officer is sworn in January 2004.</p> <p>NOTE: Savings from the vacant DCIII position, which must remain vacant until the new Clerk takes office, is equivalent to the requested amount for FY04. Six months of funding for FY04 (July – December), until newly elected officer is sworn in, would be \$15,614.50</p>	\$15,614.50	Approved at no additional cost to the Compensation Board.
KING GEORGE COUNTY	CIRCUIT COURT CLERK	<p>FY04 6-3-02 Officer requests to transfer annual Vacant Funds from pos. #4 GOC-G5 @ \$7,445 to Temporary Funds.</p>	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #03/11	N/A	Approved.
2.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
3.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
4.	FY04 COPYING COST POLICY	COMPENSATION BOARD	Staff presents FY04 copying cost policy.	N/A	Approved.
5.	TECHNOLOGY TRUST FUND COLLECTIONS § 17.1 – 279	CIRCUIT COURT CLERKS	<u>COLLECTIONS:</u> FY03 YTD collections total \$7,179,988. FY03 collections for a similar period of time totaled \$6,010,221. This represents a 19.47% increase in collections over last fiscal year. <u>EXPENDITURES:</u> Current YTD expenditures as of June 12, 2003, total \$3,156,075. This represents 68.06% of budgeted TTF funds. <u>PROJECTIONS:</u> Based on YTD projections, \$7,832,714.13 will be collected in FY03. This would represent an 18.92% increase over last fiscal year.	N/A	Noted.

FOR YOUR INFORMATION

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	FALLS CHURCH	COMMISSIONER OF THE REVENUE	June 9, 2003 email from Thomas Clinton, Falls Church Commissioner of the Revenue, to Sharon Woo: "Sharon, Thank you so much. I love the "can do" attitude. You're a real credit to government workers at all levels. Tom"	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #03/12
JUNE 18, 2003**

No Closed Meeting.

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific ricers, appointees or employees.
- ☐ Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning

2) **Chairman Frank Drew: I move to return to open session. (_____ seconded the motion).**

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion. The members must certify that they discussed: **only public business exempt from the Act,**

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

AND

only public business matters identified in the motion to convene the closed meeting.

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

H A N D C A R R Y

COMPENSATION BOARD DOCKET #03/12

JUNE 18, 2003

304-03-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKBRIDGE REG JAIL	SUPERINTENDENT	FY04 – 5/16/03 OFFICER REQUESTS CONFIRMATION BY BOARD FOR THE APPROVAL OF \$2,843.00 BASE BUDGET TRANSFER OF T/O TO OFFICE EXPENSES.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
BRISTOL CITY	SHERIFF	FY04 – 5/23/03 OFFICER REQUESTS BASE BUDGET TRANSFER OF TURNOVER (\$10,000.00 ANNUAL) TO TEMPORARY ALLOWANCE. (HAS \$11,281 IN T/O)	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
LYNCHBURG CITY	SHERIFF	FY04 – 6/13/03 OFFICER REQUESTS BASE BUDGET TRANSFER OF TURNOVER (\$ 5,829.00 ANNUAL) TO TEMPORARY. EFFECTIVE 7/1/03.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
FAIRFAX COUNTY	SHERIFF	FY04 – 6/16/03 OFFICER REQUESTS TO TRANSFER ANNUAL SALARIES OF 5 COOK POSITIONS (# 26, 140, 207, 133, 206) IN THE AMOUNT OF \$95708.00 TO OFFICE EXPENSES FOR FY04 TO PAY FOOD SERVICE CONTRACT.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

320-03-12: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORTHUMBERLAND	COMMONWEALTHS ATTORNEY	FY04 June 13, 2003 Officer requests emergency Temporary Funds due to his only Admin. Assistant's medical leave. Officer anticipates paying \$8.50 per hour for 8 hours per day for 66 days = \$4,488.00.	\$4,488.00	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2003, additional funding is not available this year.

732-03-12: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
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NONE.

734-03-12: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NONE.				

321-03-12: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NONE.				

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	COMMONWEALTH'S ATTORNEYS CONVERSION PROCESS	COMPENSATION BOARD	June 17, 2003 memo to Compensation Board Members regarding Conversion of Part-time Commonwealth's Attorneys to Full-time.	N/A	Approved.

FOR YOUR INFORMATION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
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NONE.